DMIE Procedure
Parts Acquisition

1. Title

Electronic Parts Acquisition

2. Process

Provide Electronic Parts Engineering

3. Steps

Actor	Step	Action
Parts Interface Engineer (PIE) or Parts Representative (Rep)	1	Collect parts lists and capture in EPINS database. • Generic part number • Quantity • Need date • Package style • Value, rating and tolerance for passive devices • Manufacturer • Procurement part number
Project	2	Approves procurement
PIE/Rep	3	If there is a sufficient quantity in Flight Stores, allocate parts to the project and go to step 5.
Office 507 Order Desk	4	Verify price and availability. If parts are not available, return to Selection Process.
Office 507 Order Desk	5	Prepare and submit purchase requisition (PR) or contract work order (CWO) to order the parts. Enter estimated delivery in EPINS. Assign unique trace number (T/N) per procurement line item.
Office 507 Order Desk	6	Notify Office 506 if source inspection is required.

Purchasing	7	Place purchase order (PO) with the supplier.
Quality Assurance Office	8	Perform source inspection if required.
PIE/Rep	9	Monitor delivery. Notify purchasing and project of schedule impacting delays. Modify delivery estimate in EPINS.
Receiving	10	Process parts orders into Flight Stores.
Flight Stores	11	Process parts in accordance with Project Supply (Electronic Parts Flight Stores) Operating Procedure (D-15682).
Cognizant Engineer	12	Prepare and submit parts kit lists to Flight Stores for initiating fabrication of flight hardware.
PIE/Rep/Flight Stores	13	Kit parts in accordance with Project Supply (Electronic Parts Flight Stores) Operating Procedure.
Quality Assurance Office	14	Inspect kits.
Cognizant Engineer	15	Pick up parts.

4. Applicability

This procedure is applicable to JPL-acquired Flight electronic parts.

5. Tips (optional)

Additional information about electronic parts and parts engineering can be found at http://parts.jpl.nasa.gov/.

6. Source

Provide Electronic Parts Engineering Policy

7. Rationale

- Greater efficiency and cost savings are accrued by establishing commonality of parts and executing group buys.
- Provides a systematic way to check against GIDEP Alerts and NASA Advisories.
- Assures conformance to mission requirements.

8. Consequences

Natural consequences:

- Not meeting mission objectives.
- Not achieving low life cycle costs.
- Not achieving the desired mission risk level
- Part failures

9. Trigger/Result (optional)

A request from a project or task organization to procure flight electronic parts.

10. Related Procedures (optional)

Parts Program Management
Support Selection
Post-Delivery Support
Parts Knowledge Management
Parts Engineering Facility Management

11. Frequently Asked Questions (optional)

[TBD]

12. Change Description

This is a new procedure.

13. Notification (optional)

[X] Visible Draft or
[ ] Invisible Draft

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